From,

Celina Hughes  
Student ID: 406  
St. Xavier’s College  
Berlin

Date (Date on which letter is written)

To,

Ms. Jessica Varghese  
Dean  
St. Xavier’s College  
Berlin

Sub: Requesting leave

Respected Ms. Varghese,

With due respect, I would like to bring to your kind attention that my family has planned a vacation to Berlin Safari. The trip is scheduled for four days, and we all are excited about the same. I have already submitted all my Chemistry projects to the Department Head, and it has also been verified. I am writing this letter to officially inform you regarding my absence from college for four days.

I would be very grateful to you if you consider my request and grant me leave for four days w.e.f. 24th August to 28th August. I would be joining college from 29th August onwards.

Thanking you,

Yours faithfully,

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Celina Hughes